

# **DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION BYLAWS**

(ADOPTED 1978 ANNUAL MEETING)  
(AMENDED 1979 ANNUAL MEETING)  
(AMENDED 1981 ANNUAL MEETING)  
(AMENDED 1983 ANNUAL MEETING) SPRING  
(AMENDED 1983 ANNUAL MEETING) FALL  
(AMENDED 1984 ANNUAL MEETING) FALL  
(AMENDED 1985 ANNUAL MEETING) SPRING  
(AMENDED 1988 ANNUAL MEETING) SPRING  
(AMENDED 1991 ANNUAL MEETING) FALL  
(AMENDED 1993 ANNUAL MEETING) SPRING  
(AMENDED 1994 ANNUAL MEETING) SPRING  
(AMENDED 1995 ANNUAL MEETING) SPRING  
(AMENDED 1996 ANNUAL MEETING) FALL  
(AMENDED 1998 ANNUAL MEETING) SPRING  
(AMENDED 2000 ANNUAL MEETING) SPRING  
(AMENDED 2001 ANNUAL MEETING) SPRING  
(AMENDED 2002 ANNUAL MEETING) SPRING  
(AMENDED 2003 ANNUAL MEETING) SPRING  
(AMENDED 2006 ANNUAL MEETING) SPRING  
(AMENDED 2008 ANNUAL MEETING) SPRING  
(AMENDED 2009 ANNUAL MEETING) SPRING  
(AMENDED 2010 ANNUAL MEETING) SPRING  
(AMENDED 2011 ANNUAL MEETING) SPRING  
(AMENDED 2013 ANNUAL MEETING) SPRING  
(AMENDED 2014 ANNUAL MEETING) SPRING  
(AMENDED 2015 ANNUAL MEETING) SPRING

## **ARTICLE I - Name**

The name of this Association shall be the WASHINGTON STATE DISTRICT AND MUNICIPAL COURT JUDGES' ASSOCIATION.

## **ARTICLE II - Purpose**

The purpose of the District and Municipal Court Judges' Association shall be:

- (1) To improve the administration of justice in the courts of limited jurisdiction and to recommend and support proposals to that end;
- (2) To continuously survey and study the operation of the courts served by its membership, the volume and condition of business of such courts, the methods of procedure therein, the work accomplished, and the character of the results;

- (3) To promulgate suggested rules for the administration of the courts of limited jurisdiction not inconsistent with the laws or rules of the Supreme Court relating to such courts.

### **ARTICLE III - Membership**

#### **Section 1. Eligibility for Membership:**

(a) Active Membership:

All duly elected or appointed and qualified judges, commissioners, magistrates and General Rule 8 judicial officers of courts of limited jurisdiction in the state of Washington shall be eligible to active membership in the Association upon payment of regular dues and assessments.

(b) Associate Membership:

Any former active member of the Association who is no longer serving as a judge, commissioner, or judicial officer of a court of limited jurisdiction may become an associate member of this Association by payment of annual dues set by the Board. Such member shall be entitled to free distribution of the Association Newsletter and may attend workshops, seminars, and conventions on payment of proper registration fees, but shall have no right to vote.

#### **Section 2. Diversity in All Activities Mandated:**

(a) Policy Statement:

The Association actively seeks diversity of member participation in all aspects of its operations. Association offices, committees and activities shall be representative of members with a diversity of age, gender, ethnic background, experience, geographic balance and past service to the board.

(b) Specific Applications:

The President shall apply the Association's policy of diversity in all appointments made by the President. The Nominating Committee shall apply the Association's policy of diversity in selecting its slate of candidates.

(c) Support Efforts to Increase the Diversity of Membership in the Judiciary:

The Board of Governors shall support and encourage legal and judicial associations such as the Washington State Bar Association, the Washington State Minority and Justice Commission, the Washington State Gender and Justice Commission, and the minority bar associations in their effort to provide opportunities for appointment and/or election of individuals of diversity to the judiciary.

## **ARTICLE IV - Dues**

### **Section 1. Amount of Dues:**

The annual membership dues of the Association for the calendar year shall be set by the Board.

### **Section 2. Method of Payment:**

All dues shall be paid by February 15th of each year. If dues are not paid by said date, a demand for their payment shall be made to the judge.

Judges sitting in more than one court are responsible for ensuring that full dues are paid. The judge is responsible for apportionment of payments between courts in which the judge sits.

### **Section 3. Delinquency:**

After May 1, a non-paying member shall not be a member in good standing or entitled to any rights or privileges of active membership and shall be so notified in writing by the Secretary-Treasurer.

### **Section 4. Application of Dues:**

Application of dues is dependent upon whether the dues are paid by the judge personally or by a governmental entity. If paid by the judge, the dues are associated with the judge and if the judge is replaced mid-term, the successor judge must also pay dues. If paid by a governmental entity, then the dues are associated with the position and if a judge is replaced mid-term, the dues shall be applied to the successor judge. The judge should clarify when the payment is made if the judge is paying personally or the governmental entity is paying the dues.

## **ARTICLE V - Officers**

### **Section 1. Designated:**

The elective officers of the Association shall be a President, a President-Elect, a Vice President, a Secretary-Treasurer, and nine members-at-large

of the Board of Governors. All officers must be members in good standing in the Association to be eligible to hold office. The President, President-Elect, Vice President, Secretary-Treasurer and Immediate Past-President shall be members of the Board of Governors. Additionally, the Chair of the Legislative Committee shall serve as an ex-officio, non-voting member of the Board of Governors.

## **Section 2. Duties of Officers:**

- (a) The President shall be the official representative of the Association. The President shall preside at all meetings of the Association and shall call special meetings as provided by Article VI, Section 2. The President shall appoint the Chair of all committees except the Nominating Committee. The President shall perform all other duties incident and pertaining to the office of President.
- (b) The President-Elect shall perform such duties as may be delegated by the President and shall be an *ex officio* member of the Board for Judicial Administration. The President-Elect shall automatically accede to the office of President on the 1st day of June, or at the conclusion of the Annual Meeting, whichever last occurs, of the year following his/her election to the office of President-Elect unless a petition shall be filed with the Secretary-Treasurer of the Association not less than thirty (30) days prior to the regular scheduled Spring Conference. Such petition shall request election to the office of President at the Spring Conference and must be signed by not less than twenty-five percent (25%) of the eligible membership. Upon filing of such a petition, an election to the office of President will be held at the Spring Conference. The President-Elect shall preside at meetings and perform the duties of the President in the absence or disability of the President.
- (c) The Vice-President shall perform such duties as may be delegated by the President and shall Chair the Long Range Planning Committee. The Vice-President shall preside at meetings and perform the duties of the President-Elect in the absence or disability of the President or President-Elect.

The Vice-President shall also serve as the Special Fund Custodian. It shall be the Special Fund Custodian's duty to receipt Special Fund contributions, timely deposit all receipts and pay invoices as approved by the Board and to make other expenditures that are authorized by the "Special Fund Policies and Use Criteria." The Special Fund Custodian shall report to the Board and DMCJA membership as required by the "Special Fund Policies and Use Criteria." The Special Fund Custodian is responsible for managing the Special Fund account in accordance with the "Special Fund Policies and Use Criteria." If sound principles of money management require the "Special Fund Policies and Use Criteria"

to be amended, the Special Fund Custodian shall make such recommendations to the Board.

- (d) The Secretary-Treasurer shall keep a full and complete record of the meetings of the Association and the Board of Governors. The Secretary-Treasurer shall keep a copy of the Bylaws of the Association and have them available for reference at all meetings of the Association and the Board of Governors. The Secretary-Treasurer shall give written notice of the Annual Meeting and such special meetings as may be called to all members in good standing of the Association. Such written notice may be given by mail or email. The Secretary-Treasurer shall be responsible for collecting all dues and shall receive all money due the Association. The Secretary-Treasurer shall pay all bills according to procedures established by the Board of Governors. The Secretary-Treasurer shall keep an accurate account of all money received and disbursed and shall provide a written financial statement to each member by the Annual Meeting State Judicial Conference and to each member of the Board of Governors by the Annual Meeting State Judicial Conference and such other Board meetings as may be called. The Secretary-Treasurer shall be bonded in favor of the Association in the principal sum of not less than \$35,000 by a recognized bonding company, the premium to be paid by the Association. The Secretary-Treasurer's Annual Report shall be reviewed by the Auditing Committee to be appointed by the President.

### **Section 3. Election of Officers:**

Election of all officers and members-at-large of the Board of Governors shall be held at the Spring Conference. Terms of office shall commence on June 1, of each year or at the conclusion of the Annual Meeting, whichever last occurs.

- (a) The election shall be by ballot at the Spring Conference.
- (b) All Officers and Board members shall serve until their successors are elected and installed.
- (c) An Officer or Board member shall not serve more than one term in the same office consecutively, however, an Officer or Board member may serve an unexpired term, less than a full term, and then serve a consecutive term.
- (d) A member may not hold more than one elected office within the Association at the same time.

#### **Section 4. Vacancies:**

All vacancies in office except that in the office of President shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors. A vacancy in the Presidency shall be filled by the President-Elect until the next regular session.

### **ARTICLE VI - Meetings and Quorum**

#### **Section 1. Association Meetings:**

The Association shall meet annually in the state of Washington at a date, time and place to be determined by the Board of Governors. This meeting shall be known as the Annual Meeting and will be held at Spring Conference. An additional membership meeting will be held in conjunction with the Washington Judicial Conference. Written notice of the Annual Meeting shall be sent to all members in good standing by the Secretary-Treasurer at least 30 days in advance.

#### **Section 2. Special Meetings:**

The President with the consent of a majority of the Board of Governors may call a special meeting, provided that written notice of the date, time and place, and business to be brought before the special meeting shall be sent to all members of the Association.

#### **Section 3. Quorum:**

A quorum for the Annual Meeting of the Association shall be one-sixth of the active membership. A quorum for the special meeting shall be one-fourth of the active membership.

#### **Section 4. Executive Session:**

- (a) Upon a majority vote, the Board of Governors may call an executive session to discuss matters involving security, appointment to open positions, potential litigation or other matters deemed confidential. A motion to enter executive session shall set forth the general purpose of the executive session, which shall be included in the general minutes.
- (b) No active member of the Association present at a Board of Governors' meeting shall be excluded from attending an executive session.
- (c) Administrative Office of the Courts staff may be present during an executive session at the discretion of the President or Board member acting on the President's behalf.

## **ARTICLE VII - Board of Governors**

### **Section 1. Membership:**

There shall be fourteen members of the DMCJA Board of Governors elected from the membership at large, of whom five (5) shall be officers, and nine (9) shall be board members and shall be designated as board positions one (1) through nine (9). Board membership shall at all times include at least three municipal court judges of whom one is part-time, three district court judges of whom one is part-time, and one commissioner or magistrate, and positions one (1) through seven (7) shall be designated respectively. Positions eight (8) and nine (9) shall be open positions.

If any position designated one (1) through six (6) is not filled because there is no candidate for the position, then that position shall be filled by a qualified candidate by appointment by the President with ratification of the Board of Governors at the first Board meeting following the annual election.

If the position designated seven (7) is not filled because there is no candidate for the position, then the President shall appoint a qualified commissioner or magistrate willing to accept the position, with ratification of the Board of Governors at the first Board meeting following the annual election. If no qualified commissioner or magistrate accepts appointment to the position, then the position shall be considered an open position for that term and any qualified judicial officer may be appointed by the President with ratification of the Board of Governors at the first Board meeting following the annual election.

If after any annual election there is not at least one member of the Board of Governors from a minority group and one member from each gender, the Board of Governors shall be increased to include such additional member or members by appointment by the President with ratification of the Board of Governors at the first Board meeting following the annual election. The additional member or members so elected shall serve for a three-year term.

### **Section 2. Vacancies:**

All vacancies in office shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors.

### **Section 3. Meetings:**

- (a) The Board of Governors shall meet at the call of the President, during the Annual Meeting, and at such other times as the President or a majority of the Board of Governors may deem necessary provided written notice is given to all members of the

Board at least 10 days in advance. The Association may reimburse the Board of Governors their necessary travel expenses to attend any Board meeting, except in connection with the Annual Meeting.

- (b) A quorum for a meeting of the Board of Governors shall be one-half of its members.
- (c) The Board of Governors shall provide for at least on an annual basis, an audit of the books, records and accounts maintained by the Treasurer and the audit shall review the Treasurer's Annual Report.

## **ARTICLE VIII - Board for Judicial Administration**

### **Section 1. BJA Representative:**

The Association shall be represented on the Board for Judicial Administration (BJA) by the Association President and by four members, as follows: One (1) municipal court judge, one (1) district court judge and two (2) members at large. Selection shall be by vote of the membership as with other Association officers. The Association President position shall be for the period of the Association Presidency. The President-Elect shall be an *ex officio* member of the BJA during their term as President-Elect. All other positions shall be for a term of four years—provided that the terms of members which begin on July 1, 2010 and July 1, 2011 shall be for two years. Representatives shall not serve more than two terms consecutively. A representative may serve an unexpired term, less than a full term, and then serve two consecutive terms.

Selection of BJA representatives shall be based on demonstrated commitment to improving the courts and should reflect ethnic, gender, geographic and caseload differences.

### **Section 2. Election of Representatives:**

Election of all representatives shall be held at the Spring Conference. Terms of office shall commence on July 1, of the year in which elected, or at the conclusion of the Annual Meeting, whichever last occurs.

### **Section 3. Vacancies:**

All vacancies in office shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors.



## **ARTICLE IX - Commission on Judicial Conduct**

### **Section 1. Commission on Judicial Conduct Representatives:**

The Association shall be represented on the Commission on Judicial Conduct (CJC) by a member and alternate who are limited jurisdiction court judges.

### **Section 2. Election of Representatives:**

The Nominating Committee shall select not more than two limited jurisdiction court judges as candidates for each open position, and shall submit the names of the nominees for election at the next Spring Conference. Election of representatives shall be held at the Spring Conference. Terms of office are for four years and shall commence on June 1, of the year in which elected, or at the conclusion of the Annual Meeting, whichever last occurs. Elections shall be held pursuant to the terms of RCW 2.64.020.

### **Section 3. Vacancies:**

All vacancies in office shall be filled by a member of the Association appointed by the President with ratification of the Board of Governors.

## **ARTICLE X - Committees**

### **Section 1. Membership of Committees:**

There shall be twelve (12) standing committees and other such committees as may be authorized by the Association and by the President. The standing committees shall be the Nominating Committee, Bylaws Committee, Conference Committee, Legislative Committee, Court Rules Committee, Education Committee, Long Range Planning Committee, Diversity Committee, DOL Liaison Committee, Technology Committee, Therapeutic Courts Committee, and Judicial Assistance Services Program. Committee Chairs shall submit written annual reports to the members at the Association's Annual Meeting. In selecting members for the Association's committees, the President should make every effort to assign a member to the member's first preferred committee, even if such assignment increases the committee's size.

### **Section 2. Committee Functions:**

(a) Nominating Committee:

- (1) The Nominating Committee shall serve for one year and shall consist of not less than five members with at least one member from each of the following four geographical areas:

northeastern, southeastern, northwestern, and southwestern Washington, and one member-at-large.

- (2) At the Board meeting in October, the President will appoint the members of the Nominating Committee. The Immediate Past-President will Chair the Nominating Committee. No more than one member of the Nominating Committee may be a member of the present Board of Governors.
- (3) The Nominating Committee shall select a slate of candidates from members in good standing. It will select not more than two candidates for Vice-President, Secretary-Treasurer, and President-Elect who shall serve one year, and three Board members-at-large, who shall serve on the Board for three years. The Committee shall also select not less than two (2) candidates to serve as a representative to the Board for Judicial Administration for a four (4) year term.
- (4) The Nominating Committee, after soliciting suggestions of nominees and after securing the consent of the nominees to serve, shall submit its report to the Board at its March business meeting. The names of the nominees will be published in the written notice of the Spring Conference and in the Minutes of the Board's March meeting. Nominations for all offices except President may be made by the members, at the Spring Conference.

(b) Education Committee:

- (1) The Education Committee shall develop and administer a mentor program for new judges, commissioners, and judicial officers. Efforts should be made to contact new judges, commissioners, and judicial officers immediately upon their commencement of service and to select mentor judges, commissioners, and judicial officers geographically proximate to the judge they advise.
- (2) The Education Committee shall develop educational programs for the Association's Spring Conference and such other educational seminars as may become available consistent with policies of the Board for Court Education (BCE).
- (3) The Education Committee shall administer the Continuing Judicial Education requirement as contained in these Bylaws.
- (4) The Education Committee shall consist of twelve members. Terms of the members shall be three years, and be

staggered so that four new members shall be appointed each year. All DMCJA representatives on BCE shall be ex officio members of the Education Committee.

- (5) The incoming President shall appoint a member of the Committee as Chair of the Committee for a term of one year.

(c) Long Range Planning Committee:

- (1) The Long Range Planning Committee shall consist of four (4) district court members and four (4) municipal court members. Part-time and full-time courts shall be represented. In making appointments, the President shall take into consideration the Associations' diversity policy. The President shall have the discretion to appoint other members with institutional memory or expertise as needed to address specific issues. The Chair of the Long Range Planning Committee shall be the current Vice-President.
- (2) The Long Range Planning Committee will consider issues relating to long range planning and review processes.
- (3) The Long Range Planning Committee shall conduct an annual review of such issues.

(d) Diversity Policy Implementation Committee:

- (1) The Diversity Committee will consider issues relating to diversity and shall recommend to the Board of Governors ways to promote the implementation of the current Diversity Policy Statement adopted by the Association.
- (2) In promoting the Diversity Policy Statement, the Diversity Committee should strive to coordinate activities with the Washington State Bar Association, the Washington State Minority and Justice Commission, the Washington State Gender and Justice Commission, the minority bar associations and any legal or judicial associations or committees with the stated goals of encouraging diversity in the judiciary.
- (3) Terms of the members shall be two years, and be staggered to insure a slower rate of turnover on the committee and greater continuity in the planning process.

(e) Judicial Assistance Services Program (JASP) Committee:

- (1) The JASP will be a joint committee with the Superior Court Judges' Association to offer confidential assistance for judges with personal problems.
  - (2) Membership shall be as outlined in the committee bylaws with member duties including training as Peer Counselors.
- (f) DOL Liaison Committee:
  - (1) Serve as liaison with Department of Licensing (DOL) bringing all DOL matters of concern to DMCJA and, conversely, bringing matters of DMCJA concern to the DOL through their designated representative.
- (g) Technology Committee:
  - (1) The Technology Committee will develop and recommend policy regarding the delivery of automated information systems to district and municipal courts; monitor and report on proposed amendments to the JISCR Rules; and monitor state laws and recommend legislative changes to laws governing the judicial system's automated information system, and other state systems, that affect the operation of the judicial branch's systems.
  - (2) Maintain liaison with the Judicial Information System Committee (JISC), function as the DMCJA Endorsing Group within the JIS IT Governance Structure, and respond to and advise the JISC on data dissemination policy and issues involving district and municipal courts and their judicial officers.
  - (3) Oversee the DMCJA website.
- (h) Therapeutic Courts Committee:
  - (1) The Therapeutic Courts Committee will examine and evaluate the types of therapeutic/problem-solving courts which currently exist in the courts of limited jurisdiction and coordinate and liaison with internal and external committees, workgroups, and therapeutic court stakeholders.
  - (2) Work to ensure consistency in therapeutic models and standardize practices according to validated research.
  - (3) Determine and request meaningful data to evaluate courts and programs and coordinate a performance monitoring role with the Administrative Office of the Courts.

- (4) Make recommendations to the Board of Governors regarding therapeutic courts advocacy, policy, legislation, and funding.

## **ARTICLE XI - Amendments**

These Bylaws may be amended at any annual or special meeting of the Association by a two-thirds vote of the voting members registered and present at such meeting, a quorum being present, provided that written notice of the proposed amendment shall have been mailed or emailed 30 days prior to the meeting to all members of the Association in good standing.

## **ARTICLE XII - Rules of Order**

Robert's Rules of Order, Revised, or such other rules of order as may be adopted by the Board upon due consideration, shall govern this Association in all parliamentary procedure in which they are applicable and in which they are not inconsistent with these Bylaws. Such rules of order shall be made readily available to all members of the Association.

## **ARTICLE XIII - Vote by Proxy**

### **Section 1. Authorize Vote by Proxy:**

Where election is required by these bylaws, members who are unable to vote in person may vote by proxy, consistent with this Article.

### **Section 2. Members in Good Standing:**

Voting member and proxy must be members of the DMCJA in good standing as prescribed in Article IV of these bylaws.

### **Section 3. Form, Timing and Limitations:**

Proxy votes are allowed for the limited purpose of allowing members to vote who are not able to attend the Annual Meeting, or specially set meeting at which an election is held. Voting members shall submit their voting authority to a proxy in writing, on a form prescribed by the DMCJA Board, not less than 15 days prior to the scheduled election. The authority shall clearly identify the member and proxy, authorize the proxy to cast the absent member's vote, and be signed by the member assigning the proxy. A member may not grant voting authority to more than one proxy in a given election. Proxy authority may not be limited to specified offices, Bylaws amendment(s), or other issue upon which a vote may be held.

#### **Section 4. Secretary/Treasurer Responsibility:**

Proxies shall be received by the Secretary-Treasurer not less than 10 days before the scheduled vote. Ballots equal to the submitted proxy authority shall be provided to the proxy by the Secretary-Treasurer upon receipt of a properly executed proxy.


#### **Section 5. Proxy Revocation:**

Proxies may be revoked in writing by the assigning party. Revocations must clearly identify the party assigning the right to vote, the proxy, and clearly state that voting authority is being revoked. Revocations must be received by the Secretary-Treasurer not less than 10 days before the scheduled vote. The assigning party must provide a copy of the revocation to the proxy.

#### **Section 6. Restriction on Solicitation or Reassignment:**

Members may not solicit proxy authorizations and may not reassign proxy voting authority.

#### **Section 7. Proxy Form:**

|  |   |
|--|---|
|    | DISTRICT AND MUNICIPAL COURT<br>JUDGES' ASSOCIATION |
| WASHINGTON<br>COURTS   |   |
| PROXY AUTHORIZATION  |   |
| I, _____, a member in good standing of the<br>District and Municipal Court Judges' Association (DMCJA) certify that I am<br>unable to attend the DMCJA membership meeting scheduled for the<br>_____ day of _____, 2005 and do hereby authorize<br>_____, a member in good standing of the<br>DMCJA, to exercise my right to vote as a member of the Association,<br>consistent with Article _____, Section _____ of DMCJA Bylaws. |   |
| Executed this _____ day of _____, 20____.  |   |
| _____<br>DMCJA Member  |   |
| <b>DMCJA Bylaws require that proxy authorizations must be executed<br/>not less than 15 days before the scheduled election and must be<br/>received by the DMCJA Secretary-Treasurer not less than 10 days<br/>before the scheduled election.</b>  |   |

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